

**CLASSIFIED STAFF  
HANDBOOK**

**EDMORE**

**2017-2018**

## **INTRODUCTION**

The Edmore School Board values the contributions of all employees whose combined efforts create an environment whereby students are provided opportunities for success in an atmosphere which is safe, secure and nurturing.

In recognition of the contributions of classified employees, this handbook is designed to acquaint you with some of the policies and procedures of our school district. You will want to take the time to review it as each year finds changes and/or revisions.

No employee handbook, however, can anticipate every circumstance or question about policies or procedures. Therefore, the school board reserves the right to revise, supplement or rescind any policies or procedures as appropriate.

This handbook is a **guideline** for employees and should not be construed as a **contract**. Rather, it describes the school district's general philosophies and practices regarding policies and procedures. It also helps guide the district and its employees in maintaining consistency and uniformity.

## **MISSION**

“Working Together to Inspire Lifelong Learners”

## **TERMS OF EMPLOYMENT**

At the time of employment, employees will receive a copy of the classified employee handbook and a job description with a defined schedule and benefits. Each year administration will meet with the employee. An acknowledgement of receipt and understanding of the classified staff handbook will be signed and filed in the respective employee personnel file.

**DISCLAIMER: This is to clarify that reference to employees as “nine-month” or “twelve-month” within the job descriptions are for benefit assignment purposes only and does not create any length of duration for employment.**

## **OVERTIME**

1. Approved overtime will be reimbursed at one and one-half times the employee's regular hourly rate. Overtime is computed on a weekly basis of Sunday-Saturday, regardless of the length of the pay period. Overtime is based only on hours worked. Paid holidays, paid time off, or sick leave will not be counted in computing overtime hours.
2. Overtime hours must be approved by the Superintendent. Advance notice must be given and approved by the superintendent.

## PAY PERIODS

Payroll cutoff will be the second Friday of each month. **Direct deposit of payroll will be processed on the 20<sup>th</sup> of each month.**

## TIME CLOCKS

**Each classified staff member is responsible for punching in and out on his/her own time card. The superintendent will approve and initial all time cards or time card listing.**

Classified employees are not to report to work earlier or work beyond the regular work schedule except in cases of **prior approved overtime**. Thus, it is expected that employees will adhere to regularly defined work schedules. Classified employee work schedules will be defined by the Superintendent.

### **Banking Hours/Comp Time**

Classified employees will not bank hours and will not accumulate comp time. Any employee needing to leave for personal business other than sick leave will be required to take vacation leave.

## VACATION LEAVE

Vacation leave is non-accumulative and must be taken prior to July 1. Scheduling of vacation time is subject to prior approval by the Superintendent. Vacation time will be pro-rated. Employees with 10 vacation days will be allowed to accrue one day per month, cumulative to 10 days per year. Employees with 15 vacation days will be allowed to accrue 2 days per month, cumulative to 15 days per year. Employees wishing to take vacation days in advance will need prior approval from the superintendent.

## SICK LEAVE

The sick leave allowance can be used for absences caused by illness or disability of the employee and immediate family members. Immediate family being defined as: Spouse, grandparents, parents, brothers, sisters, children and grandchildren of the employee and his or her spouse. The Boards may request a doctor's confirmation concerning an employee who has been absent due to illness for four or more days. Sick leave will not be paid out.

## UNPAID LEAVE

Unpaid leaves must be approved by the Superintendent in advance except in case of an extreme emergency. Unpaid leave will only be granted after all PTO/vacation days have been exhausted. Unpaid leave will be granted for the day of Christmas eve. when the holiday is on a weekday.

## **Classified Employee Group's Daily Work Hours**

### **Cooks**

- 7 am - 2:30 pm

### **Para**

- 8 am – 3:30 pm

### **Administrative Assistant**

- In Session Hours - 8 am – 4:00 pm
- Summer Hours – As needed

### **Custodial**

- In Session Hours – 3 pm - 9:30 pm
- Summer Hours – As needed

## **HOLIDAYS**

1. A 12-month, full-time employee shall receive the following holidays off with regular pay. Whenever a holiday falls on a Saturday, the employee shall have the preceding Friday off. Whenever a holiday falls on a Sunday, the employee shall have the following Monday off.

- |                     |                     |
|---------------------|---------------------|
| a. Labor Day        | e. Good Friday      |
| b. Veteran's Day    | f. Memorial Day     |
| c. Thanksgiving Day | g. Independence Day |
| d. Christmas Day    | h. New Year's Day   |

## **ABSENCES DURING WEATHER EXTREMES**

When the school opening is delayed for a particular period of time those staff members identified as essential personnel who can report to work as close to the regular starting time as possible without endangering personal safety and well-being should do so. Others should report at least one-half hour prior to the rescheduled starting time.

**On days when school is canceled due to weather conditions, employees shall not work unless so directed by their supervisor in emergency situations.**

When employees have reported to work and school is dismissed early due to weather conditions, employees may be dismissed early at the building administrator's discretion. Building administrators should consult with the Superintendent before dismissal.

**Absences due to school delays and/or cancellations will result in non-paid time.**

## **EVALUATIONS**

All classified staff members will be evaluated in writing on an annual basis by the Superintendent or Building Principal. Feedback to the employee should be provided as soon as possible following the completion of the evaluation form. All classified staff evaluations should, whenever possible, be completed by April 15 of each school year.

## **JURY AND COURT DUTY**

An employee may be granted leave of absence when serving on a jury or when subpoenaed by proper authority to appear as a witness for a Federal Government, the State of North Dakota, or a political subdivision thereof. The leave of absence shall be only for the duration of the court or jury duty.

The employee shall be granted time off with pay.

Employees should inform the building administrator as soon as notice of jury or court duty is received and request time off in the usual manner.

## **RESIGNATIONS**

All classified employees of the school district are “at will” employees and accordingly, may decide to terminate their employment or be terminated at any time, with or without cause, upon notice which is reasonable under the circumstances. Unless an emergency exists, the school district requires employees who voluntarily resign to submit a written notice of resignation no less than two (2) weeks (ten working days) before their expected last day of work in order to leave in good standing. Such notice is to be filed in the employee’s work record.

## **INSURANCE COVERAGE**

### **Workforce Safety Insurance**

All employees must report any injury occurring during any employment-related activity to the administration immediately. The reports are to be forwarded to WSI within 24 hours of occurrence of injury.

In cases when the employee is off duty less than 5 days, he/she is to be paid his/her full salary and the days are to be deducted from his/her accumulated sick leave. If the employee does not have accumulated sick leave, a payroll deduction will result.

In cases where the employee is off duty 5 days or more, he/she will be paid during his/her absence by Workers Compensation. He/she will not receive additional compensation from the School. Light duty assignment will be available.

### **General Liability Insurance Coverage**

All employees of the Edmore School District have general liability insurance coverage up to the amount of \$2,000,000. The insurance policy is purchased through the North Dakota Insurance Reserve Fund.

### **RETIREMENT PLAN**

All classified employees will have three percent (3%) of their gross salary donated by the district to a 403 B account of their choice. Under this plan, you have a choice to contribute from your own earnings with limitations according to IRS directives. Your contributions are “before tax” and consequently reduce your taxable income. Your contributions are subject to social security taxes only. Refer to the 403B policy for further information.

### **SIGNIFICANT CONTAGIOUS DISEASE POLICIES**

See the following policies in the back of this handbook:

Addendum #1..... Policy ACBB - Significant Contagious Diseases

Addendum #2..... ACBB-E – Universal Precautions & Sanitary

### **EMPLOYEE ALCOHOL AND DRUG ABUSE POLICES**

See the following policies in the back of this handbook:

Addendum #3 .....Policy DEAA – Drug & Alcohol Free Workplace

Addendum #4 .....Policy DBBA – Drug & Alcohol Testing for Employees

Addendum #5.... DEAA-AR – Procedure if Harmful Chemical Use is Suspected

Addendum #6.... DEAA-E – Record of Observable Behavior

### **NON-DISCRIMINATION POLICY STATEMENT**

#### **Statement**

The School Board of the Edmore Public School District, in the Counties of Ramsey, Cavalier, and Walsh and the State of North Dakota, supports the provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act, which commit all North Dakota schools to the elimination of discrimination on the basis of race, color, national origin, sex, or disability in those programs and activities offered to its students and employees. It is the expressed intent of the Edmore Public Schools to provide equal opportunities for all students and employees, free from limitations based on the above.

This concept of equal opportunity will serve as a guide for the Board of Education, administration and staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curriculum, activities, and regulations affecting students and employees.

### **Location of Policy**

A copy of the Board of Education Policy is included in the back of this handbook. See the following policies:

Addendum #7..... Policy DBAA – Recruitment, Hiring, & Background Checks for New Classified Personnel

### **Grievance Procedure**

Any employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, on the basis of race, color, national origin, sex or disability in violation of this policy, may file a written complaint with the compliance administrator or follow procedures outlined in the grievance procedure. A copy of the Discrimination & Harassment Grievance Procedure is included in the back of this handbook as:

Addendum #8..... Policy AAC – Nondiscrimination & Anti-Harassment Policy  
Addendum #9..... AAC-BR – Discrimination & Harassment Grievance Procedure

### **Compliance Administrator**

The compliance administrator of Board Policies dealing with Title IX, Title VI, and Section 504 is:

Frank Schill  
Edmore School  
706 North Main St.  
Edmore, ND 58330  
(701) 644-2281

Addendum #10..... Policy AACA – Section 504 Dispute Resolution Policy